

Garnishment Adjustment (One-time Payment or Refund)

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/2/04	K Clark	Script standards
10/17/05	L. Terry	Edits
05/18/06	L. Terry	Edits

Purpose

Use this procedure to process an adjustment for an employee's existing garnishment.

Trigger

Perform this procedure when an adjustment is needed to an employee's garnishment.

Prerequisites

The employee must have a garnishment established in HRMS.

Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code

PA30

Helpful Hints

The Garnishment Administrator will use this to adjust an existing garnishment for an employee. There are only two types of adjustments that can be created: Refund and Additional Deduction (one-time).

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.




Maintain HR Master Data

2. Complete the following field:

Field Name	R/O/C	Description
Personnel no.	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 20000116

3. Click the  tab.

4. Scroll down the list of infotypes.

5. Click the grey box to the left of  to select.
6. Click  (Overview) for an overview of all actions associated with the *Garnishment Document* infotype (0194).
7. Select the active garnishment record that is being adjusted.
8. Click  (Copy) to copy and continue

Change Garnishment Document

9. Enter the effective date of the adjustment in the **Start** field. The date entered should be the **actual check date** for the pay period in which the deduction should be taken.
10. From the Menu bar, select **Garnishment → Adjustment → Refund**, to create a refund adjustment. Or, from the Menu Bar, select **Garnishment → Adjustment → Additional Deduction** to create a one-time additional payment. Choose the correct reason for the adjustment you are making.



A pop-up window with a warning message will appear stating "Data will be lost." Click **Yes** to continue.



Below is a screen shot of the Garnishment Adjustment Infotype (0216) for a refund. The process would be the same if processing an additional deduction. The infotype would say *Create Additional Deduction* in the title bar.

Create Refund

Infotype Edit Goto Garnishment Extras System Help







Create Refund

Personnel No 20000116 Name Victor Greene
EE group 9 Appointed Personnel ar 0110 House of Representatives
EE subgroup 01 Exception Monthly SSN 456-82-1973 Status Active

Refund
Case no. 123456 Internal Number 0001
SequenceNo 01
Adjustment reason 4 Refund of vendor
Adjustment date
SeqNo of garn orders
Order Type
Adjustment Amount ☒ USD
Adjustment Wage Type

RA0 (1) (731) ssvaphraedci INS

11. Complete the following fields:


Field Name	R/O/C	Description
Adjustment Date	R	<p>The date of the adjustment.</p> <p>Example: 4/25/2007</p> <p> The date entered should be the actual check date in which the deduction should be taken.</p> <p> Most frequently the actual check dates (pay dates) are the 10th and 25th of the month. If the actual check date (pay date) falls on another date, you will need to use that date.</p> <p>Example: In November, because of the Thanksgiving Holiday, the actual check date (pay date) frequently falls on the 23rd of the month. The <i>to</i> date in this example would be 11/23 because this is the actual check date for the pay period; you would not use 11/25.</p>
SeqNo of Garn Orders	R	<p>The Sequence Number of the Garnishment Order Type you want to refer to.</p> <p>Example: 01</p> <p> Click  (Matchcode) to search for the correct value.</p>
Adjustment Amount	R	<p>The amount of the adjustment.</p> <p>Example: 25.00</p>
Adjustment Wage Type	R	<p>The wage type representing the adjustment being created.</p> <p>Example: 3060 Refund/Stop Payment Exempt</p> <p> Click  (Matchcode) to select the appropriate wage type.</p>

Create Refund

Personnel No. 20000116 Name Victor Greene
EE group 9 Appointed Personnel ar 0110 House of Representatives
EE subgroup 01 Exception Monthly SSN 456-82-1973 Status Active

Refund
Case no. 123456 Internal Number 0001
SequenceNo 01
Adjustment reason 4 Refund of vendor
Adjustment date 12/25/2004
SeqNo of garn orders 01
Order Type Court Payment/Creditor
Adjustment Amount 25.00 USD
Adjustment Wage Type 3060 Refund/Stop Paym. Exempt

Enter data for payroll past (retroactive accounting) RA0 (1) (731) ssvaphraedci INS

12. Click  (Enter) to validate the information.

13. Click  (Save) to save.

Result

You have created an adjustment for the employee's garnishment.

Comments